

# **NEW SHOREHAM SEWER AND WATER COMMISSION**

## **JOINT MONTHLY MEETING**

**Monday • September 21, 2015 • 4:00 p.m.**

**Town Hall, Old Town Road, Block Island**

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**PRESENT were SEWER Commission members: Peter McNerney (Chair), Martha Ball, Tom Doyle, Steve Draper, Terri Chmiel (Alternate)**

**PRESENT were WATER Commission members: Tom Doyle (Vice Chair), Peter McNerney, Martha Ball, Steve Draper, Terri Chmiel (Alternate)**

**ABSENT were members: Brad Marthens**

**ALSO PRESENT were: Sewer Superintendent Chris Blane, Water Superintendent John Breunig, Town Manager Nancy Dodge, Finance Director Amy Land, Legal Counsel David Petrarca, Administrative Assistant Kara Stinnett, Lars Trodson (BI Times)**

**With a quorum present the meeting was called to order at 4:03 p.m. by P. McNerney**

**MOTION by P. McNerney to amend the order of the agenda and have Finance Director Land present the Sewer and Water Financial and Aging Reports first, followed by the normal agenda outline. Seconded by, S. Draper.**

**Ayes: 5 (McNerney, Doyle, Draper, Ball, and Chmiel) Nay: 0 Abstain: 0**

## **WATER DISTRICT**

### **6. Water Financials**

**Finance Director Land reviewed the financial statements for the Block Island Water Company; Highlights were as follows:**

- **Expenditures were in succession with last year.**
- **T. Chmiel noted that the system maintenance seemed high (\$14,000) – Water Superintendent Breunig stated they usually buy a large amount of supplies at the beginning of the fiscal year; also they tend to over stock chemicals in the summer. T. Chmiel also noted \$6,000 in Laboratory testing, which J. Breunig attributed most of that to the Priority Pollutant Scan they do each year.**

### **Aging**

- **There are still a few people who are in default on their payment plans. Legal Counsel Petrarca and Finance Director Land stated that they were just about ready to send out default letters. P. McNerney suggested maybe getting deposits in the future from repeat default customers, Legal Counsel Petrarca agreed that was a possibility.**

## **SEWER DISTRICT**

### **8. Sewer Financials**

**Finance Director Land reviewed the financials for the New Shoreham Sewer Company Highlights were as follows:**

- There were no extraordinary changes in the user fees or the Expenses from last year's numbers.
- There were a couple of expenses due to past employees that ended in August that will affect the benefit costs in the future.

### **Aging**

- There were a few people who had defaulted on their payment plans; Legal Counsel Petrarca and Finance Director Land were close to getting letters out to the people in default. P. McNerney recommended getting a deposit from the repeat default customers, Legal Counsel Petrarca said that could be a possibility.

## **JOINT WATER and SEWER DISTRICT**

### **1. Discussion and Potential Action regarding approval of minutes for August 17th, 2015 monthly Meeting.**

**There were no changes to the August 17th minutes.**

**MOTION was made by T. Doyle to approve the minutes of August 17, 2015 monthly Meeting. Seconded by, P. McNerney.**

**Aye: 5 (McNerney, Doyle, Ball, Draper, and Chmiel) Nay: 0. Abstain: 0.**

### **2. Discuss potential action regarding the Management Agreement.**

**Town Manager Dodge had one item that she addressed; Item four states that the Sewer Commission would agree to operate and**

**maintain the property of the Water District; she feels that because the relationship of the Sewer and Water Commission has changed over the years it should be stated differently. Legal Counsel Petrarca said he would work on changing the language of item four, to submit at the regularly scheduled meeting in October between the Sewer Commission, Water Commission and the Town Council.**

### **3. Employee Handbook Update.**

**Legal Counsel Petrarca informed the Commission that he met with the Sewer and Water Employees to talk about making changes to the Handbook; he made some changes to the manual based on employee input and some changes he suggested the employees pitch to the Commission during the upcoming workshop. It was agreed that all the Commissioners would take a look at the handbook and send any questions, comments or changes that they would like to see incorporated to the Sewer and Water Clerk; no later than one week prior to the regular October Monthly meeting. The clerk will then put a document together with all possible changes and questions from all the commissioners to be look at and discuss at the October meeting; it will be during this meeting that the Commission will decide on a date to have a special meeting/workshop with the employees to discuss all ideas and hopefully put a handbook into place.**

**A. Land departed at 4:30 pm**

**4. Discussion and potential action regarding the recommendation to the Town Council to fill the Alternate position for the Sewer and Water**

**Commission.**

**No new correspondence had been submitted to fill the alternate spot; the only communication the Commission had was two previous letters written applying for the full time position that was no longer available. The Commission did not have a recommendation for the Town Council at this time.**

**MOTION was made by P. McNerney, to communicate to the Town Council that if they have any letters or recommendations to fill the alternate seat, that they should go ahead and do so. Seconded by, M. Ball.**

**Aye: 5 (McNerney, Ball, Doyle, Draper and Chmiel) Nay: 0. Abstain: 0.**

## **5. Discussion and potential action regarding the Examination of Staff Housing Leases and Security Deposits.**

- Commission decided to start taking security deposits; equal to one month rent, given the option to pay the whole amount up front or with the option of \$100 dollars a month till the total is paid in full.**
- Sewer Superintendent Blane stated that he no longer sought to be the “landlord”. P. McNerney made the recommendation that the commission take over the responsibility, which was agreed upon. T. Chmiel volunteered to be the contact person for the Commission, and it was decided that anything major she would bring to the Commission for a decision.**
- The Commission then decided both the monthly rents and utility payment of \$150 a month would stay the same.**

- The Commission also discussed and agreed to cap the electricity usage at 500 kWh per month, as there had been some gross overages previously, and that the tenants would be responsible for any usage in excess of the 500 kWh.
- Legal Counsel Petrarca was going to work with Sewer Superintendent Blane to get the new lease drawn up with any changes discussed and present it to the Commission at a later meeting.

## **WATER DISTRICT**

### **7. Water Operations report**

Water Superintendent Breunig presented the monthly operations and maintenance report for August 2015, highlighted as follows:

- Increase in production by 3.24% over last August.
- Meter revenues were up by approximately \$7,153.60 and metered flows were up about 287,000 gallons from August 2014
- Experienced the busiest summer on record at BIWC.
- Two private lines had leaks which BIWC fixed and the private homeowners were billed accordingly.
- RI Office of Energy Resources offered a \$20,000 grant to help pay for the RO3 project.

## **SEWER DISTRICT**

### **9. Sewer Operations report**

**Sewer Superintendent Blane delivered the Maintenance and Operation Report for May 2015. Highlights were as followed:**

- 4.6% less effluent treated in August 2015 compared to August 2014.**
- Installed a new U.P.S. to protect the sludge flow meter for R.A.S pumps #1 and #2.**
- O.A. #1 lost power due to power outage, came close to an over flow; luckily the power was restored in time. C. Blane was thankful he had help from P. McNerney and J. Breunig.**

**10. Discussion and potential action regarding the manhole cover update, including Cardi's scheduled arrival to repair the manhole covers.**

- Cardi was supposed to start this week (September 24, 2015) to fix the manhole covers. It has changed and they are coming out to fix the guardrail and the drain by the Block Island Grocery instead.**
- Cardi will be fixing all the manhole covers at their expense and Engineer Geremia is going to prepare a memorandum before they start; so it is clear what each party is responsible for (i.e. Cardi will be responsible for paying for any traffic detail).**
- M. Ball inquired about a proposed timeline when they would be finished. That was not made clear yet, but as P. McNerney pointed out the asphalt plant usually closes by the end of November.**

**11. Discussion and potential action regarding Harold Hatfield's request to connect to Sewer on Old Town Road**

**Harold Hatfield came before the Commission requesting that he and**

several of his neighbors (Plat 17 and Lots 11, 12-1, 12-2, 10 and 15) be added to the Sewer District. Harold Hatfield had thought that this had already been agreed upon at a previous meeting in 2011, but it was noted that back in the January 24, 2011 meeting the Commission had agreed to send out survey letters to all homeowners in the area to see who was interested in being added. No correspondence was received so the issue at that point was not revisited. The Commission suggested to Harold Hatfield that he get plans drawn up for the town engineer to look at, to also speak with and possibly get an OK from the DEM about digging up in a wetlands area, and having anyone interested write letters to the Town Council.

**MOTION** was made by T. Doyle to add Harold Hatfield and his neighbors to the Sewer District. Seconded by, P. McNerney.

**Ayes: 5 (Doyle, McNerney, Ball, Draper and Chmiel)    Nay: 0**

**Abstain: 0**

Town Manager Dodge then posed the question as to who exactly is asking to be added, and if the Commission had letters from any of the landowners. After further discussion it was decided that the commission would recommend adding the landowners to the sewer district with the requirement that each individual landowner had to send a letter to the Town Council requesting to be added to the Sewer District.

**MOTION** foregoing was Amended by T. Doyle to recommend to the Town Council that Plat 17 and Lots 11, 12-1, 12-2, 10 and 15 be added to the Sewer District subject to the return of all necessary documents and paperwork to the Town Council . Seconded by,



**P. McNerney.**

**Ayes: 5 (Doyle, McNerney, Draper, Ball and Chmiel) Nays: 0.**

**Abstain: 0.**

## **ANNOUNCEMENTS AND OPEN FORUM.**

### **12. Commissioners' Announcements.**

**P. McNerney would like to announce the new Administrative Assistant Kara Stinnett and wish her good luck in the job.**

### **13. Public Comment for items not on the agenda.**

**There were none.**

### **14. Adjournment.**

**MOTION was made to adjourn the meeting at 5:43 p.m. by P. McNerney. Seconded by, M. Ball.**

**Aye: 5 (McNerney, Doyle, Ball, Draper, and Chmiel) Nay: 0. Abstain: 0.**

**Respectfully Submitted,  
Kara Stinnett**

**ACCEPTED: 10/19/15**

**The New Shoreham Sewer and Water Districts are an equal opportunity provider and employer**

**If you wish to file a Civil Rights program complaint of discrimination,**

**complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send you completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).**